



DEPARTMENT OF THE NAVY

NAVAL INVENTORY CONTROL POINT

700 ROBBINS AVENUE
PHILADELPHIA PA 19111-5098

5450 CARLISLE PIKE - PO BOX 2020
MECHANICSBURG PA 17055-0788

COM & FTS: 215-697-2850
DSN & EXT: 442-2850
FAX: 215-697-2241
IN REPLY REFER TO:
Ser 025/Supplier001
31 March 1999

Dear Valued Supplier:

The Naval Inventory Control Point (NAVICP) has identified your firm as a key supplier from whom we may procure material during the timeframe 1 Oct 1999 through 31 Mar 2000. You may be contacted by a representative of the Defense Contract Management Command/Defense Contract Audit Agency, the Department of Defense Inspector General, or a NAVICP Contracting Officer to assess our supply chain readiness in light of potential material and logistics disruptions caused by Y2K non-compliance. We request your cooperation in providing a report of your Y2K readiness.

Y2K readiness is a Department of Defense priority. Information is available at <http://www.sba.gov/y2k> or <http://www.dcmc.hq.dla.mil/Centers/paperless/Index.htm>. We prefer you submit your report electronically via the Naval Supply System Command's web site at <http://www.nll.navsup.navy.mil/y2k> using [enclosure \(1\)](#) as a guideline. Your report can be uploaded in .pdf, text, or Microsoft WORD format. Reports may also be faxed to 215-697-2241, or mailed to Naval Inventory Control Point, Attn: Code 025, 700 Robbins Ave, Philadelphia PA 19111-5098.

NAVICP reminds you to register your firm with the Central Contractor Registration (CCR) database annually. DoD requires all suppliers to be registered and current with CCR in order to receive purchase orders, contract awards, and electronic payments.

Free EC/EDI, Y2K, CCR, and other technical assistance is available from regional Electronic Commerce Resource Centers (ECRCs). Call the West Chester ECRC for assistance (610-918-4500 / 888-745-3748) or visit the National ECRC web site at <http://www.ecrc.ctc.com> to obtain contact information.

Questions may be directed to your contracting officer or small business specialist, or to Code 025, (215) 697-2850, .

Sincerely,

K.R. HUFF
CAPT, SC, USN
Director of Contracts